



**Request for City Council Committee Action
From the Departments of Public Works**

Date December 2, 2003
To Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee

Subject **Ordinance amending for Title 17, Chapter 435 entitled *Streets and Sidewalks: Building Numbering* and adding a new chapter 436 entitled *Establishing and Naming of Streets*; and acceptance of Minneapolis Street Naming and Address Standards.**

Recommendation

- Adoption of ordinance amending for Title 17, Chapter 435 entitled *Streets and Sidewalks: Building Numbering*;
- Adoption of a new chapter 436 entitled *Establishing and Naming of Streets*; and
- Adoption of a report "Minneapolis Street Naming and Address Standard V1.21 2003 Edition".

Previous Directives

- September 12, 2003 City Council referred ordinance introduction to PS & RS, and TPW
- November 8, 2003 Joint committee of Public Safety & Regulatory Service and Transportation & Public Works Committee authorized the departments with the City Attorney's Office to write new ordinance language governing address assignment and street naming within the City.
- November 18, 2003 Transportation and Public Works Committee postponed.

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Approved by: Klara A. Fabry, Director of Public Works _____

Presenters in Committee: Joint Task Force.

Financial Impact (Check those that apply)

- ☒ No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)
- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☐ Other financial impact (Explain):
- ☐ Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information Attached

Representatives from Regulatory Services, Public Works, Minneapolis Emergency Communications Center, and the Fire Department worked to clarify and streamline City activities related to assigning addresses for development projects.

The objectives of this group were to identify and eliminate redundant, duplicative, and time-consuming delays and to design a process that meets the needs of public health and safety responders as well as our changing development environment. This interdepartmental group determined that City ordinances related to addressing and street naming needed to be reviewed and changed to reflect these needs.

The group developed new ordinance language defining the governance of address assignment and street naming procedures. The procedures include:

- A standard for addressing within the corporate jurisdiction according to the City's previous grid system, establishing seven address districts.
- Established roles and responsibilities within Public Works, CPED, and Regulatory Services for addressing and street naming activities, including information required from the applicant and developers.
- Established addressing data stewardship responsibilities.

The ordinance process and procedures allow addressing to be completed during the development review process to minimize delay and costs both to the City and the developer.

Attachment 1 – Proposed amendment Chapter 435 *Building Numbering*

Attachment 2 – Proposed Chapter 436 *Establishing and Naming of Streets*.

Attachment 3 – Minneapolis Street Naming and Address Standard

Cc: Henry Reimer, Attorney's Office
Ed Backstrom, Attorney's Office

Amending Title 17, Chapters 435 of the Minneapolis Code of Ordinances relating to Streets and Sidewalks: Building Numbering.

The City Council of The City of Minneapolis do ordain as follows:

Section 1. That the title of Chapter 435 of the Minneapolis Code of Ordinances be amended to read as follows:

CHAPTER 435. BUILDING-PARCEL AND STRUCTURE NUMBERING

Section 2. That Section 435.10 of the above-entitled ordinance be and is hereby repealed.

~~**435.10. Director of inspections to maintain records of numbers.** The director of inspections shall prepare and keep in the director's office plats of lots and blocks in the city and shall enter thereon, in such manner as to enable all parties interested to readily ascertain the same, the individual building numbers of all buildings or building lots in accordance with the actions of the city council, and shall make additions thereto from time to time as the necessities of the case may require. The individual building numbers shall be as assigned and determined by the director of inspections. Any person desiring to ascertain the number or numbers, for building numbering purposes, shall be so informed by the director of inspections or assistants, free of cost, on proper application being made.~~

Section 3. That Chapter 435 of the Minneapolis Code of Ordinances be amended by adding thereto a new Section 435.10 to read as follows:

435.10. Administration. The director of inspections shall assign address numbers, keep records of address assignments, and exercise such other powers as are necessary to carry out the provisions of this chapter.

Section 4. That Section 435.20 of the above-entitled ordinance be and is hereby repealed.

~~**435.20. Owners to place and maintain numbers.** (a) The owner of any building shall place and keep in a conspicuous place on the front of such building the proper individual number thereof, as assigned and determined by the director of inspections. Building numbers placed or replaced after July 1, 1975, shall be a minimum of two (2) inches in height, but in all cases shall be of sufficient size and of a contrasting color so as to be readily distinguishable and readable from the public way. Such number shall also be conspicuously posted on the rear of the residential buildings or on a building accessory to such buildings at the rear so as to be readily identifiable for refuse pickup and in case of fire or other emergency; however, the rear address number may be omitted if there is no public way at the rear of the building.~~

~~(b) Provided that the foregoing provisions requiring individual building numbers shall not be applied to buildings accessory to buildings housing residential occupancies.~~

Section 5. That Chapter 435 of the Minneapolis Code of Ordinances be amended by adding thereto a new Section 435.20 to read as follows:

435.20. Document adopted. That certain document entitled "Minneapolis Street Naming and Address Standard", a copy of which shall be maintained in the office of the city clerk, is adopted by reference and made a part of this Code, as if fully set forth herein. The provisions thereof, as they may be amended and supplemented from time to time by ordinance or resolution of the city council, shall govern the assigning of addresses to land parcels, buildings, and units within the city.

Section 6. That Section 435.30 of the above-entitled ordinance be and is hereby repealed.

~~**435.30. Duties of city engineer.** The city engineer shall notify the owners of unnumbered buildings of the proper numbers therefor; and unless such proper numbers shall, within thirty (30) days, be placed upon such house the city engineer shall cause a complaint to be made against the offending owners in the municipal court.~~

Section 7. That Chapter 435 of the Minneapolis Code of Ordinances be amended by adding thereto a new Section 435.30 to read as follows:

435.30. Owner responsibility. Whenever any new building is erected, a building egress is modified, units are added in a building or changed in a building, or the occupancy of a building is changed in a manner requiring an address assignment as described in the Minneapolis Street Naming and Address Standard, the owner shall procure the correct address number or numbers designated by the director of inspections and pay required fees. The owner shall prior to occupancy or within thirty (30) days of assignment, whichever occurs later, place the assigned address number(s) upon the building or in a manner and location as provided in this chapter.

Section 8. That Chapter 435 of the Minneapolis Code of Ordinances be amended by adding thereto a new Section 435.40 to read as follows:

435.40. Permits and certificates of occupancy. (a) No new construction or remodeling building permits shall be issued by the city for construction that requires new addresses, unless the owner has obtained parcel, structure, and unit addresses from the director of inspections.

(b) No certificate of occupancy shall be issued for any building unless the proper building number has been posted as required by this chapter.

Section 9. That Chapter 435 of the Minneapolis Code of Ordinances be amended by adding thereto a new Section 435.50 to read as follows:

435.50. Eligibility. Addresses will only be assigned to officially designated streets as deemed by the director of public works.

Section 10. That Chapter 435 of the Minneapolis Code of Ordinances be amended by adding thereto a new Section 435.60 to read as follows:

435.60. Address display. The owner of any public or non public residential, commercial, industrial, or other building in the city shall display properly on the front and rear thereof and in a position easily observed from the street, and in numbers not less than four (4) inches in height, the proper address number of such building.

Section 11. That Chapter 435 of the Minneapolis Code of Ordinances be amended by adding thereto a new Section 435.70 to read as follows:

435.70. Alteration of building number, improper number. It is unlawful for any person to cause or knowingly permit a building number to be displayed that is different than that assigned pursuant to this chapter.

Amending Title 17 of the Minneapolis Code of Ordinances relating to Streets and Sidewalks by adding a new Chapter 436 relating to Establishing and Naming of Streets.

The City Council of The City of Minneapolis do ordain as follows:

Section 1. That the Minneapolis Code of Ordinances be amended by adding thereto a new Chapter 436 to read as follows:

CHAPTER 436. ESTABLISHING AND NAMING OF STREETS

436.10. Purpose. The purpose of this chapter is to establish uniform criteria and procedures, applicable to all persons, groups, firms, and agencies, for establishing and changing public and private street names.

436.20. Authority to name streets. The official name of all streets shall be as approved by the city council or as dedicated by plat and shall be maintained by the city engineer in a master street name file.

436.30. Application. An application to name or rename a street shall be submitted to the city engineer. The application shall contain such information as deemed necessary by the city engineer and shall be accompanied by a petition signed by at least fifty (50) percent of all owners of properties abutting the subject street. The petition shall contain the following information:

- (1) The current, if any, official city name of the street.
- (2) The proposed new street name.
- (3) The name and address of each owner requesting the street name.

436.40. Application fee. The city council shall set a fee schedule to cover reasonable administrative expenses based on approximate city costs of reviewing name change proposals, attending public meetings and hearings, and other expenses incidental to the processing of street name change proposals and appeals thereof. Successful applicants may also be charged a fee to cover the cost of street sign installation or replacement.

436.50. Criteria. The criteria for naming streets within the city shall be set forth in the Minneapolis Street Naming and Address Standard manual adopted by the city council and other provisions as set forth in this chapter.

436.60. Private street names. Private streets are those not dedicated as public right of way but provide site access for vehicular traffic. Private street names shall be designated by the city council in accordance with the provisions of this chapter and shall be signed in a manner that is distinguishable from the public street signage approved by the city engineer. Signage for unapproved private street names shall not be placed within the public right of way.

436.70. Street name by plat. No plat shall be deemed complete unless the streets dedicated therein are identified by name. Any new street name created within a plat shall be approved in accordance with the standards set forth in this chapter and as adopted by the city council.

436.80. Review and processing. The city engineer shall review the application and may request interested city departments and other agencies, including private utilities and the U.S. Postal Service, to comment on the application. Incomplete applications may be summarily denied by the city engineer. Upon completion of the review of the application the city engineer shall forward the petition with the city engineer's recommendation to the city council for its final determination